

Jeremiah W. (Jay) Nixon
Governor

MISSOURI
Department of Economic Development

Linda M. Martinez
Director

Division of Workforce Development

Mark Bauer
Interim Director

MEMORANDUM

FROM: Michael Deggendorf, MoWIB Chairman

DATE: March 25, 2009

SUBJECT: MoWIB Minutes

Rose Marie Hopkins left the position of MoWIB Executive Director before the October 1, 2008 meeting minutes were approved by the board. Therefore, these minutes are being filed without Mrs. Hopkins's required signature.

MD/plb

Missouri Workforce Investment Board

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MISSOURI

DEPARTMENT OF ECONOMIC DEVELOPMENT

Dawn R. Busick, Director
Div. of Workforce Development

Rose Marie Hopkins, Exec. Director
Missouri Workforce Investment Board

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Donita's Cakes and Catering
5007 Buffalo Road
Jefferson City, Missouri
October 1, 2008
9:00 a.m. – 3:00 p.m.

Member Attendees: Mike Degendorf (Chairman), Garland Barton, Martha Ellen Black, David Duncan, Howard Fisk, John Gaal, Keith Gary, Carol Gossett, Richard Gronniger, Zelema Harris, Sheila Hitt, Pat Kellett, Gil Kennon, Gary Little, Nancy Montgomery, Jeanette Prenger, Janel Luck designee for Debra Scott, Todd Smith, Rhonda Stafford, Robert Stein, Dawn Busick designee for Greg Steinhoff, Sarah Tate, Cheryl Thruston, Leonard Toenjes, James Upchurch, Kelly Walters, Kurt Witzel, and Brenda Wrench

Staff: Rose Marie Hopkins, Glenda Terrill, Trish Barnes

Other Attendees: Division of Workforce Development: Donna Prenger, Mark Bauer, Amy Deem, Jason Gatz, Cathy Long, Sue Sieg, and Melissa Woltkamp; Department of Economic Development's Missouri Economic Research and Information Center: Mary Bruton, Alan Spell; Department of Higher Education: Beth Tankersley-Bankhead; Department of Elementary and Secondary Education: Steve Coffman; Central Region WIB: Jan Vaughn; East Jackson County Region WIB: Betty Freeman-Boots; Full Employment Council: Franciena King; Jefferson/Franklin Region WIB: Shirley Wilson; Northeast Region WIB: Mark Fuqua; Northwest Region WIB: Becky Steele; Ozark Region WIB: Bill Dowling; South Central Region WIB: Tana Holder; Southeast Region WIB: June O'Dell; Southwest Region WIB: Jasen Jones, Sherri Rhuems; St. Louis County Region WIB: Gene Gorden; Gamm Inc.: Patti Meldrum; St. Louis Community College: Lesley Abram; AO Inc.: Bev Kelsay; Legislative Aid for Representative Flook: William Musick

Opening Comments

Mike Degendorf, Chairman, called the meeting to order and had the board members introduce themselves. He also welcomed the newest board members, Jeanette Prenger, Kurt Witzel, and Jim Upchurch.

Approval of Minutes

Zelema Harris moved to approve the minutes of the March and June meetings. Rose Marie Hopkins explained that these minutes are much longer than traditional minutes in order to provide background for the new board and that future minutes will be abbreviated. Garland Barton seconded. The motion carried and the minutes of both meetings were approved.

Proposed Bylaws

Daryl Hylton, Department of Economic Development (DED) General Counsel, presented the proposed bylaws. He had first presented bylaws at the March meeting. Amendments made at that meeting were incorporated into this revision. There was discussion concerning the appointment of designees and proxies. Len Toenjes made a motion that the bylaws be approved with the exception of Article 4, Section 2. Mr. Degendorf suggested that Mr. Hylton make the changes discussed so that the board can take action on the bylaws before the end of the meeting. Mr. Toenjes' motion was withdrawn.

Strategic Plan

Rose Marie Hopkins presented modifications made by MoWIB staff to the strategic plan that was drafted during the June Retreat. The board members discussed the vision and mission statements and suggested changes. The goals of the board were also discussed. Mr. Gary made a motion to approve the strategic plan with the proposed changes. Dr. Stein seconded the motion subject to bylaw approval. The motion carried and the strategic plan was approved, pending approval of the bylaws.

The MoWIB vision is to provide leadership for workforce development in Missouri based on data-driven decision-making and system accountability. The MoWIB mission is to provide policy guidance and leadership to advance an integrated, demand-driven workforce and economic development system.

The board moved its discussion to that of MoWIB committees. The strategic issues will be developed more fully by the committees. Committee assignments were made with more assignments to follow at a later date:

Access (identify and eliminate barriers that inhibit workers from getting the education and training needed to be employable): Matt Aubuchon (Chair), Dave Duncan, Jeanette Prenger, Sarah Tate, Zelema Harris, and Cheryl Thruston;

Youth Subcommittee: Martha Ellen Black (Chair), LWIB Youth Designees (to be invited), Division of Workforce Development (DWD) Staff (to be assigned);

Alignment (charged with building a demand-driven system maintaining integration among partners): John Gaal (Chair), Keith Gary, Robert Stein, Janel Luck, Martha Ellen Black, Gil Kennon, Jim Upchurch, Gary Little, Dawn Busick, and Rick Gronniger;

Accountability (formal point of contact with the local workforce boards and to develop metrics as a means of continuous improvement): Len Toenjes (Chair), Brenda Wrench, Keith Gary, Nancy Montgomery, Garland Barton, John Gaal, Missouri Economic Research and Information Center (MERIC), DWD Staff (to be assigned), Department of Elementary and Secondary Education (DESE), and Department of Higher Education (DHE);

Awareness (responsible for instituting open lines of communication to help maintain a notification process as well as receive information to be used for MoWIB consideration): Kelly Walters (Chair), Carol Gossett, Howard Fisk, Kurt Witzel, Sheila Hitt, Rhonda Stafford, and DWD Communications Staff (to be assigned);

Mr. Deggendorf discussed the position of Vice Chair and recommended Gary Little for that position. Todd Smith made a motion to cease nominations. Dr. Stein seconded motion and to approve Mr. Little as Vice Chair pending approval of bylaws. Motion carried. Mr. Little was elected to the position of Vice Chair.

Workforce 2025 Report

As Rod Nunn was preparing to leave the Governor's Office, Mary Bruton, MERIC Workforce Research Manager, presented the P-20 Council's Workforce 2025 Report. In 2006, Governor Blunt signed into law the creation of the P-20 Council which consists of the state education agencies, DESE and DHE, and their respective boards along with DED. The P-20 Council is responsible for providing better, stronger, more aligned education and workforce training systems. The Workforce 2025 Report is the first deliverable initiative from that council. The full report can be referenced at www.p-20.mo.gov/workforce2005.html. This was an informational report requiring no board action.

DOL SHARE Grant

Donna Prenger, DWD Assistant Director, explained the SHARE Network and the SHARE Network Access Points. The SHARE Network is a voluntary U.S. Department of Labor (USDOL) initiative; Missouri was 1 of 13 states that participated in the pilot program. The SHARE Network is a method for providing workforce services at the community level by coordinating efforts between government agencies and Faith-Based and Community Organizations (FBCOs). The SHARE Network Access Points provide trained volunteers in neighborhood FBCOs to assist individuals in accessing employment and training services that they may not otherwise be able to access due to geographic or social restrictions. DWD, through application by MoWIB, had been approved for a \$9,600 training grant. The deadline had been prior to MoWIB functioning as a board. This report explained about the grant and MoWIB's involvement. A letter needs to be sent to USDOL signed by the MoWIB chairman to formalize the grant process. Mrs. Hopkins had signed the grant request on behalf of the board.

Proposed Bylaws (cont'd)

Mr. Hylton continued the discussion of the bylaws by reviewing the amendments suggested during the discussion earlier in the meeting. These changes included state agency designee language and proxy voting. Dr. Stein moved to approve the bylaws with these updates. Brenda Wrench seconded the motion. The motion carried. The bylaws were approved with these changes. Kurt Witzel requested a form be created for proxy designation/notification. The bylaws as approved can be reviewed online at www.workforce.mo.gov.

The two at-large members of the Executive Committee were discussed. Nominees were Cheryl Thruston (nominated by Ms. Wrench) and Zelema Harris (nominated by Dr. Stein). Mr. Witzel moved to close nominations and elect Ms. Thruston and Dr. Harris, subject to their acceptance, to serve on the Executive Committee. Howard Fisk seconded the motion. Both nominees accepted their nominations. The motion carried. Ms. Thruston and Dr. Harris were elected to serve as the two at-large members of the Executive Committee.

Executive Committee (to be made up of the MoWIB Chair, MoWIB Vice Chair, Chairs of each committee, Department Directors, two at-large members): Mike Degendorf (Chair), Gary Little (Vice Chair), Matt Aubuchon, Martha Ellen Black, John Gaal, Len Toenjes, Kelly Walters, Greg Steinhoff (DED), Todd Smith (DOLIR), D. Kent King (DESE), Robert Stein (DHE), Deborah Scott (DSS), Larry Crawford (DOC), Jane Drummond (DHSS), Zelema Harris, and Cheryl Thruston.

State Plan Overview Including Current Waivers

Sue Sieg, DWD Special Projects Planning Analyst, provided a brief explanation for submitting the state plan and the involvement required from MoWIB. She also explained that the USDOL allows a process to request waivers or exceptions to federal policy. She described Missouri's 12 waivers that are approved through June 30, 2009. Ms. Sieg also explained the four temporary waivers approved for the flood-impacted areas of Missouri. There was discussion of the temporary waivers and their expiration dates and the waivers on incumbent worker training and on-the-job training.

DWD Funding Flow

Cathy Long, DWD Chief Financial Officer, provided an informational report to explain the funding supporting DWD from the Workforce Investment Act (WIA) and Wagner-Peyser. Dawn Busick further provided brief explanations on a variety of Wagner-Peyser and WIA fund usage in support of Missouri's public workforce system. She also explained that states are permitted to keep 10% of the Wagner-Peyser federal allotment to use for administrative activities. Missouri denotes 90% of that 10% to the Jobs for Missouri Graduates youth program. There was discussion about the higher cost of youth services and an explanation about discretionary funds. Mrs. Hopkins suggested that MoWIB members visit a career center in their areas to gain a better understanding of the services offered under WIA and Wagner-Peyser.

Currently, DWD is 100% federally funded. Ms. Busick explained that 21 states currently supplement their federal public workforce system with state general revenue funds and 17 other states supplement that same system with state unemployment insurance funds. She said Missouri is one of the last few states that depend only on federal funds. She also explained that some LWIBs and regions have diversified their funding with local diversified dollars in addition to state and federal funding while the other LWIBs and regions still depend on federal funding. She stated that Governor Blunt has approved including two new decision items that will be submitted to the state legislature for state

earmarks for the public workforce system from general revenue funding. The power point presented can be viewed at www.workforce.mo.gov.

MERIC

Alan Spell explained the structure and responsibilities of the Missouri Economic Research and Information Center (MERIC). The purpose of the informational report was to familiarize MoWIB with the data source that MERIC has available. MERIC is the research division of DED responsible for providing analyses of Missouri's targeted industries and economic development initiatives. He also provided brief explanations of the six core products that are in MERIC's Core Products and Services Plan for Program Year 2008.

Chartering

Jason Gatz provided background information on the Missouri Career Center chartering initiative and presented the applications to be chartered. Chartering is a certification process to ensure consistency of services among career centers. He also explained that comprehensive centers have all services available daily but that non-comprehensive career centers have some services available only on a more limited basis. Mr. Gatz gave a brief overview of the four regions describing the strengths of the career centers that had applied for chartering:

1. Northeast: Kirksville (comprehensive)
2. Northwest: St. Joseph (comprehensive) with Maryville and Chillicothe (both non-comprehensives)
3. South Central: West Plains and Poplar Bluff (both comprehensives)
4. Southwest: Joplin (comprehensive) with Monett (non-comprehensive)

There was discussion concerning weaknesses of these centers, how the centers or LWIBs know to apply for chartering, and the length of the charter.

Mr. Deggendorf suggested that MoWIB move to grant the chartering for these career centers with the understanding that informational background would be provided in a timely manner. It was noted that if the board was uncomfortable in doing so, then the chartering could be postponed until the next meeting when more background information can be provided. Dr. Gaal moved to accept the chartering of these Missouri Career Centers dependent on MoWIB receiving background information in a timely manner and with the authority to revoke that chartering if it is not. There was no second but there was discussion. Mr. Toenjes asked if the chartering would have to be for two years. Mr. Gronniger stated that the Baldrige principles should be reviewed for the recertification timeline. He also suggested that MoWIB lean on the assessment committee so that the board members can understand the process and the Baldrige principles. He also suggested that MoWIB agree with the suggestions made by that committee. Dave Duncan was unsure if MoWIB could impose a two-year timeframe if this new board is getting involved at the end of the process and felt that MoWIB should not decide on a different timeframe than was established by the previous board. Ms. Wrench explained

that since this is an ongoing process, MoWIB will continue to receive information on career centers already chartered. She saw this as an ongoing relationship with the LWIBs and it was important that MoWIB start on a positive note. MoWIB should not reverse the procedure that was put forth by the previous board but improve it as this board progresses. Gil Kennon explained that the chartering criteria and process was adopted by MTEC in 2006 so most of the new MoWIB board members have not seen the established criteria. He agreed that MoWIB needs to approve the chartering of these Missouri Career Centers but also be provided with background information.

Mr. Deggendorf restated Dr. Gaal's motion to approve the chartering of the St. Joseph, Maryville, Chillicothe, Kirksville, West Plains, Poplar Bluff, Joplin, and Monett Career Centers with follow-up background information. Mr. Fisk made the motion. Ms. Wrench seconded. The motion carried. Dr. Stein asked that a press release be issued to announce the chartering of these career centers.

Date of Next Meeting

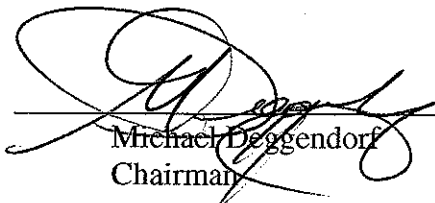
The next MoWIB meeting is scheduled for February 25, 2009 in Jefferson City, Missouri.

Closing Comments

Mr. Deggendorf would like to hold an Executive Committee meeting prior to the next MoWIB meeting in February. He also would like the committee chairs to get their committees underway. It was explained that the Sunshine Law also applies to committee meetings. Dr. Stein suggested that the MoWIB members attend a Sunshine Law training class.

Adjourn

Being there was no further business, Mr. Deggendorf adjourned the meeting at 3:00 p.m.



Michael Deggendorf
Chairman

Rose Marie Hopkins
MoWIB Executive Director